

**10 MARCH 2004**



**Supply**

**CONTROL OF LGM-30 MISSILE GUIDANCE  
SETS, D-37 COMPUTERS, AND LG-118  
MISSILE GUIDANCE COMPUTERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 30 LRS/LGRDMP (Mr. Don. Hornick)  
Supersedes 30 SWI 23-103, 30 September 1998

Certified by: 30 LRS/LGRD (Mr. M. Vudragovich)  
Pages: 3  
Distribution: F

---

This instruction assigns responsibilities and establishes standard policies and procedures for receipt, issue or shipment of LGM-30 Missile Guidance Sets (MGS), D-37 Computers, LG-118 Missile Guidance Computers (MGC) and substitutes. It applies to all organizations involved with the receipt, storage, issue and transportation of MGSs, D-37s, and MGCs. Public Law 104-13, *Paperwork Reduction Act of 1995*, affect this publication.

**SUMMARY OF REVISIONS**

Corrects office symbols and office titles to reflect realignment of the 30th Supply Flight and the 30th Transportation Squadron into the 30th Logistics Readiness Squadron. Adds email as an authorized form of communication with the control officer located at Ogden Air Logistics Center (ALC). Clarifies assets identified as not repairable this station (NRTS) will be shipped IAW instructions provided by the Ogden ALC control officer. Specifies delivery driver and escort will have security clearances equal to the classification of the asset being transported. Includes Standard Asset Tracking System (SATS) as authorized receipt process. A bar ( | ) indicates a revision from the previous edition. This publication has been substantially revised and must be reviewed in its entirety.

**1. Responsibilities:**

1.1. The 30th Logistics Readiness Squadron's Distribution Flight, Materiel Management (30LRS/LGRDMM):

1.1.1. Is the MGS and MGC control agency for Vandenberg AFB.

1.1.2. Appoints a primary and alternate Serialized Control Asset Reporting System (SCARS) monitors.

1.2. The 30th Logistics Readiness Squadron's Distribution Flight, Cargo Movement Element (30 LRS/LGRDC) provides shipping and receiving support for MGSs, D-37s, and MGCs.

1.3. The 30th Space Wing Command Post (30 SW/CP) provides notification to after hours support personnel.

1.4. The 576th Flight Test Squadron (576 FLTS) is the item end user.

## **2. Procedures:**

2.1. LGM-30 MGSs, D-37 Computers and LG-118 MGCs are in short supply; keep only the number for repair or turnaround on hand.

2.2. The primary Serialized Control and Reporting System (SCARS) monitor contacts Ogden ALC MGS/MGC control officer by telephone or email with all status changes (for example; serial number, document number and type of transaction).

2.3. Primary SCARS monitor will ensure serial numbers and transaction data are entered on all shipments, location changes and reports (security classification and condition of status).

2.4. Use DD Form 1348-1A or SATS label for all serviceable MGS, D-37 and MGC movement. Ogden ALC stocks MGSs that are shipped based on scheduled missile testing.

## **3. Receipt/Shipment:**

3.1. Distribution Flight, Cargo Movement:

3.1.1. Receipt:

3.1.1.1. During duty hours (0730 – 1630), Monday through Friday, except for holidays, the Cargo Movement Element contacts Receiving Section, 6-5055, for pick-up of MGSs, D-37s and MGCs.

3.1.1.2. Other than normal duty hours, contact the Command Post, 6-9961/62. Command Post will notify the appropriate standby individual.

3.1.1.3. A Cargo Movement representative needs to be present for after-hours and holiday receipt of MGSs and MGCs. Receipt for all MGSs and MGCs at Surface Freight, building 5500, Bay B.

3.2. Shipments:

3.2.1. The 576th Flight Test Squadron's Materiel Control (576 FLTS/TMOM) will be the first to know when an asset needs to be returned to the depot. They will notify Materiel Management and the Cargo Movement Element, Packing and Crating (P&C), when an item is to be shipped. During normal duty hours, SATS procedures will be used. After normal duty hours, P&C signs for the item on DD Form 1348-1A (3 books).

3.2.2. The DD Form 1348-1A will be used for shipment and routing.

3.2.3. Primary SCARS monitor obtains all required shipping information from Cargo Movement and notifies the Ogden ALC MGS/MGC control officer.

3.3. Classified Shipments:

3.3.1. Move under the Protective Security Service (PSS).

3.3.2. Maintain a DD Form 1907, Signature and Tally Record.

3.3.3. Have continuous attendance and surveillance by qualified courier representatives.

3.4. Not Repairable This Station (NRTS): If the item is NRTS, the SCARS monitor will have the item shipped IAW instructions provided by the Ogden ALC MGS/MGC control officer.

3.5. Materiel Management Storage and Issue and Receiving Sections:

3.5.1. Store items equal to security classification.

3.5.2. Coordinate delivery to the 576 FLTS through their Materiel Control, ext 6-5012.

3.5.3. Two supply drivers, with appropriate security clearances, will transport the item to the 576 FLTS delivery point.

**4. Status Condition Changes.** SCARS monitor will report all status changes and furnish asset condition, including serial number, document number and type of transaction, by telephone to Ogden ALC, during duty hours only.

DEIDRE E. BRIGGS, Colonel, USAF  
Commander, 30th Mission Support Group